### 4.8.7 Freezes

This process allows the user to "flag" available NASA Property for potential utilization or disposition by entering various freeze data. The freeze data includes the name of the person interested in the item, their agency or company, and the quantity requested. The freeze data also identifies whether or not the necessary paperwork to process the final transaction has been received. This process allows the user to add, change or delete a freeze record.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press < Enter>.

The TRANSACTION MENU screen (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSA TRANSACTI TX	ION MENU	03/01/01 14: 17: 38 MSXXX
	Sel ections:		
1 Add 2 Change 3 Del ete 4 Recei pt 5 Sal es 6 Exchange (Trade- 7 Freezes and Disp	9 ( 10 ( 11 E ? I In) . E	Reversal Convert Case to Component Convert Component to Case Enter SRD and GSA Control N In any field for Help Exit Transaction Process	io
ECN:	- PF16 PF17 PF18 PF1	inal Disposition w/o Freeze	)
maa loir intv	IVII CITOL	CLIPIK	LAL I

# **INPUT DATA**

• Enter Selection

input value = **7** 

- Prop Case No (mandatory)
- Item Id (optional)
- Press < Enter>.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the (ND4110MM) Component System Item Selection screen to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

Enter the Line No to process input values = 1 - 8

More input value = Y

- Press <Enter>.
- If the Component System has more than 8 component system items, type **Y** at More. The screen displays an additional 1 8 component system items for selection.

Action is performed based on the input on the TRANSACTION MENU screen (ND5000MA).

### 4.8.7.1 Add Freeze

This process allows the user to enter freeze data for NASA Property. Freeze data includes the name of the person interested in the item, their agency or company, quantity requested and identifies whether or not the necessary paperwork to process the final transaction has been received.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press **<Enter>**. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

Screen (NDS 100101A), and places the cursor at the first input ficia.
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND5100MA / ND5100PA FREEZE TRANSACTI ONS 14: 52: 46 F MSXXX
-
Local Ref No: Component System: N  Item Name: COMPUTER, MICRO Turn-In Doc No:
Item Desc:  NASA Wide End Date: 12 / 19 / 95
Current Available Qty: 1 OFA Scrng End Date: 12 / 20 / 95
Unfrozen: 1 Frozen: 0 GSA Rpt Date: 01 / 10 / 96
Choice Freeze Delinquent Qty Priority Freeze Refer Print
Date Date Ind Type Susp Doc (Y/N)
03
_ 03 01 2001 03 15 2001
Name: Agency: Phone: ( )
_ 03 01 2001 03 15 2001
Name: Agency: Phone: ( )
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)
Next Prop Case No: 804101 Next Item ID:
Navigation: More: N
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV RVW CNCL PGUP PGDN EXIT

## **INPUT DATA**

• Choice input value = A

• Freeze Date input format = MM/DD/YYYY

Delinquent Date input format = MM/DD/YYYY

• Qty

Priority Ind input value = 1, 2, or 3

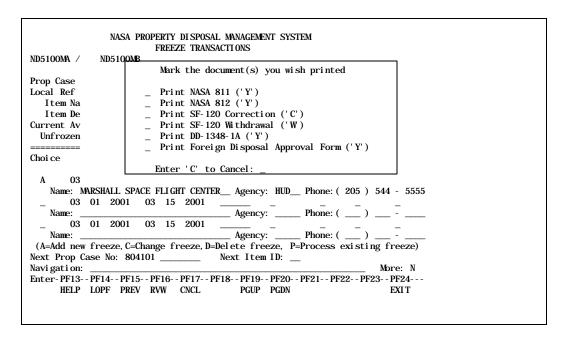
• Freeze Type input values = **N**, **E**, **F**, or **D** 

Refer Susp input values = R, S, or blank

Print Doc input value = Y or N

- Name
- Agency
- Phone
- Next Prop Case No
- Press <Enter>.
- The system verifies all user entered data in accordance with the Data Dictionary from left to right and top to bottom and displays appropriate error and warning messages with the cursor placed at the first field in error. There is no further processing, until all errors are corrected.

If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).



## **INPUT DATA**

Press < Enter>.

•	Print NASA 811	input value = Y or blank
•	Print NASA 812	input value = <b>Y</b> or <b>blank</b>
•	Print SF-120 Correction	input value = <b>C</b> or <b>blank</b>
•	Print SF-120 Withdrawal	input value = <b>W</b> or <b>blank</b>
•	Print DD-1348-1A	input value = <b>Y</b> or <b>blank</b>
•	Print Foreign Disposal Approval Form	input value = <b>Y</b> or <b>blank</b>
•	Enter 'C' to Cancel	input value = <b>C</b> or <b>blank</b>

**NOTE**: On the basis of previously entered data, the cursor only moves to the applicable documents that need printing.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NDXSRVMA	Disposal Reason/Survey Comments	
Di sposal Reason:		
Survey Comments:		
	Enter'C' TO Cancel: _	
	Enter'C' TO Cancel: _	

- Disposal Reason
- Survey Comments
- Enter 'C' to Cancel

input value = **C** or **blank** 

Press <Enter>.

If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTIONS	
ND5100MA /	ND5100MC Property Transaction Description:	
Prop Case Local Ref		
Item Na Item De		
Current Av Unfrozen	Enter 'C' to Cancel: _	
Choi ce		
	arshall Space Flight Center Agency: MSFC_ Phone: ( 205 ) 544 - 5555	
Name: 03	01 2001 03 15 2001 Phone: ( ) 01 2001 03 15 2001 Phone: ( )	
	Agency: Phone: ( )	
(A=Add new	freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)	
	ase No: 804101 Next Item ID:	
Navi gati on:	More: N - PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24	
Enter-PF13	- PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24	
HELP	LOPF PREV RVW CNCL PGUP PGDN EXIT	

# **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = C or blank

Press <Enter>.

If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter 'C' to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	
	FREEZE TRANSACTIONS	
ND5100MA /	ND5100MD	
	GSA Withdrawal Approval Date:	
Prop Case		
Local Ref	Withdrawal/Correction Narrative:	
Item Na		
Item De		
Current Av		
Unfrozen		
======================================		
Choi ce	Enter 'C' to Cancel: _	
A 03		
	rshall Space Flight Center Agency: MSFC_ Phone: ( 205 ) 544 - 5555	
	01 2001 03 15 2001	
Name:	Agency: Phone: ( ) -	
03 (	01 2001 03 15 2001	
Name:	Agency: Phone: ( )	
(A=Add new f	Freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)	
	se No: 804101 Next Item ID:	
Navi gati on:	More: N	
Enter-PF13I	PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24	
HELP I	LOPF PREV RVW CNCL PGUP PGDN EXIT	

### **INPUT DATA**

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = C or blank

- Press <Enter>.
- NPDMS verifies entered data and displays appropriate error messages with the cursor
  placed at the first field in error. After the corrected data has been entered, press

   Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- If **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The system generates a F00 Transaction and unique Property Transaction ERN.
- NPDMS displays the message 'Record Successfully Added ERN Assigned Is N10' on the FREEZE TRANSACTIONS screen (ND5100MA).

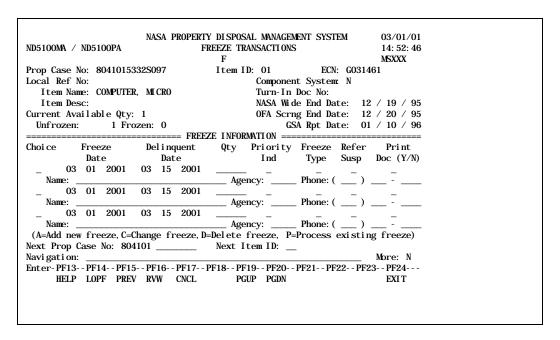
# 4.8.7.2 Change Existing Freeze

This process allows the user to change existing Freeze data (quantity requested, requestor name, phone number, etc.).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.



## INPUT DATA

- Choice input value = C
- Freeze Date

input format = MM/DD/YYYY

Delinquent Date input format = MM/DD/YYYY

Qty

Priority Ind input value = 1, 2, or 3

• Refer Susp input values = **R**, **S**, or **blank** 

Print Doc input values = Y or N

Name

Agency

Phone

Next Prop Case No

• More input value = **Y** or **blank** 

Press <Enter>.

If Print Doc equals N. NPDMS displays pop-up window (ND5100NA)

	DAYS	Begin Dates End Dates	
		i on Screening: 03 24 1999 04 14 1999	
Screeni ng		Vide Screening: 03 24 1999 04 14 1999	
Timeframes		eral Screening: 04 15 1999 04 15 1999	
	21 Donati	ion Screening: 04 16 1999 05 07 1999	
Recal cul ate	screening dates?	Y	
	-		
		ZE INFORMATION ======	
		Qty Priority Freeze Refer Print	
Date	Date	Ind Type Susp Doc (Y/N)	
		1 1 N R n	
Name: HAUSE	<del> </del>	Agency: CSC Phone: ( 123 ) 456 - 7890	
	199 04 07 1999		
03 24 19	100 04 07 1000		
03 24 19 Name:		Agency: Phone: ( )	
Name:	000 04 07 1000	Agency: Phone: ( )	
Name:	000 04 07 1000	Agency: Phone: ( )	
Name: 03 24 19 Name:	999 04 07 1999	Agency: Phone: ( )	
Name: 03 24 19 Name: =Add new freeze	99 04 07 1999 e, C=Change freeze, D=	Agency: Phone: ( ) Agency: Phone: ( )	
Name:	99 04 07 1999 e, C=Change freeze, D= 804101	Agency: Phone: ( )  Agency: Phone: ( )  =Del ete freeze, P=Process existing freeze)  Next Item ID: More: N	
Name:	99 04 07 1999 e, C=Change freeze, D= 804101	Agency: Phone: ( ) Agency: Phone: ( ) D=Del ete freeze, P=Process existing freeze)  Next Item ID:	

### **INPUT DATA**

• Recalculate screening dates

input value = Y or N

• If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.

• If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

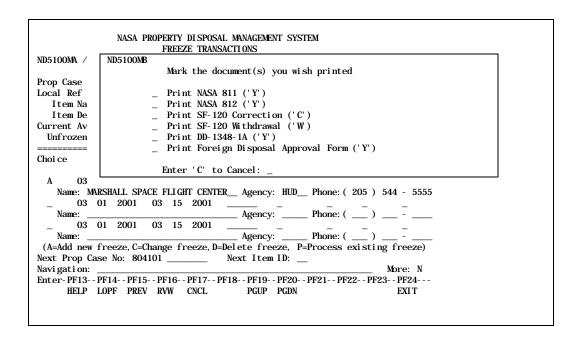
	DAYS	Begin Date	es End Dates	
	21 Installation So	creening: 03 24 1999	04 14 1999	
Screeni ng	21 NASA-Wide So	creening: 03 24 1999	04 14 1999	
Timeframes	0 Other Federal Sc	creening: 04 15 1999	04 15 1999	
	21 Donation So	creening: 04 16 1999	05 07 1999	
Recal cul ate	screening dates? Y			
	====== FREEZE IN	CODMATT ON		
	Del i nquent Qty Date			
	99 04 07 1999 1			
	99 04 07 1999		123 ) 430 - 7830	
_ Namo.	A	- Phone: (		
03 24 19	99 04 07 1999	igency rnonc. (		
	, C=Change freeze, D=Del et			
	804101 Next		3 ,	
			More: N	
ter-PF13PF14	PF15 PF16 PF17 PF18	PF19PF20PF21PF	722 PF23 PF24	
TIELD LUDE	PREV RVW CNCL	PCHP PCDN	EXIT	

### **INPUT DATA**

Recalculate screening dates

input value = Y or N

- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press <Enter>. The system continues to validate each data field until all data passes the edit checks.
- If Print Doc equals Y, NPDMS displays the pop-up window (ND5100MB).



•	Print NASA 811	input value = <b>Y</b> or <b>blank</b>
•	Print NASA 812	input value = Y or blank
•	Print SF-120 Correction	input value = <b>C</b> or <b>blank</b>
•	Print SF-120 Withdrawal	input value = <b>W</b> or <b>blank</b>
•	Print DD-1348-1A	input value = Y or blank
•	Print Foreign Disposal Approval Form	input value = <b>Y</b> or <b>blank</b>
•	Enter 'C' to Cancel	input value = <b>C</b> or <b>blank</b>

Press <Enter>.

If Print NASA 811 or Print NASA 812 equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

NDXSRVMA	Disposal Reason/Survey Comments
Di sposal Reason:	
Survey Comments:	
	Enter' C' TO Cancel: _

# **INPUT DATA**

Disposal Reason

- Survey Comments
- Enter 'C' to Cancel

input value = **C** or **blank** 

Press <Enter>.

If Print Foreign Disposal Approval Form equals **Y**, NPDMS displays the pop-up window NDXSRVMA Disposal Reason/Survey Comments. If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTI ONS
ND5100MA /	ND5100MC Property Transaction Description:
Prop Case	
Local Ref	
Item Na Item De	<del></del>
Current Av	
Unfrozen	Enter 'C' to Cancel: _
Choi ce	
A 03	
	urshall Space Flight Center Agency: MSFC_ Phone: ( 205 ) 544 - 5555
03	01 2001 03 15 2001
Name:	Agency: Phone: ( )
_ 03	01 2001 03 15 2001
Name:	Agency: Phone: ( )
	freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze) ase No: 804101 Next Item ID:
	sse NO: 804101 Next Item ID: More: N
	PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
	LOPF PREV RVW CNCL PGUP PGDN EXIT
İ	

# **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = C or blank

- Press < Enter>.
- If Print SF-120 Correction equals C, or Print SF-120 Withdrawal equals W, NPDMS displays the WITHDRAWAL/CORRECTION NARRATIVE pop-up window (ND5100MD). If you enter **C** to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).

	NACA DRODUNG DI COCCAL MANAGUENE CUCTULI
	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM FREEZE TRANSACTIONS
ND5100MA /	ND5100MD
ND3100M1	GSA Withdrawal Approval Date:
Prop Case	The state of the s
Local Ref	Withdrawal/Correction Narrative:
Item Na	
Item De	
Current Av	
Unfrozen	
Choi ce	Enter 'C' to Cancel: _
030	rshall Space Flight Center Agency: MSFC_ Phone: ( 205 ) 544 - 5555    O1 2001
	More: N PF14PF15PF16PF17PF18PF19PF20PF21PF23PF23PF24
	714PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP I	OFF FREN RAW CNOL FOUR FOUN EXII

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press <Enter>.
- If **C** is entered to Cancel, NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA).
- The F00 Transaction record is updated.
- NPDMS then displays the message 'Record Successfully Changed ERN Assigned Is N10' on the Freeze Transaction screen (ND5100MA).

# 4.8.7.3 Delete Existing Freeze

This process allows the user to delete (thaw) existing Freeze data.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

1	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND5100MA / ND5100PA	FREEZE TRANSACTIONS	14: 52: 46
	F	MSXXX
Prop Case No: 80410153325	6097 Item ID: 01 ECN: GO	31461
Local Ref No:	Component System N	
Item Name: COMPUTER, M	AICRO Turn-In Doc No:	
Item Desc:	NASA Wide End Date:	12 / 19 / 95
Current Available Qty: 1	OFA Scrng End Date: n: O GSA Rpt Date:	
Unfrozen: 1 Frozen		
	FREEZE INFORMATION	
	Oelinquent Qty Priority Freeze Ref	
Date	Date Ind Type Sus	p Doc (Y/N)
_ 03 01 2001 03	3 15 2001 Agency: Phone: (	_
		)
_ 03 01 2001 03	3 15 2001	_
Name:	Agency: Phone: (	)
_ 03 01 2001 03	3 15 2001	_
Name:	Agency: Phone: (	.)
	nge freeze, D=Delete freeze, P=Process exis	ting freeze)
	Next Item ID:	
Navigation:	PF16 PF17 PF18 PF19 PF20 PF21 PF22	_ More: N
HELP LOPF PREV I	RVW CNCL PGUP PGDN	EXIT

#### **INPUT DATA**

- Choice input value = D
- Next Prop Case No
- More input value = Y or blank
- Press <Enter>.

- NPDMS verifies entered data and displays appropriate error messages with the cursor
  placed at the first field in error. After the corrected data has been entered, press

   Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- If Print Doc equals **N**, NPDMS displays pop-up window (ND5100NA)

Screening 21 NASA-Wide Scr Timeframes 0 Other Federal Scr	Begin Dates eening: 03 24 1999 eening: 03 24 1999 eening: 04 15 1999 eening: 04 16 1999	04 14 1999 04 14 1999 04 15 1999	
Recal cul ate screening dates? Y			
======= FREFZE INFO	DMATTON		
Choi ce Freeze Delinquent Qty			
Date Date	Ind Type S	Susp Doc (Y/N)	
C 03 24 1999 04 07 1999 1	1 Ñ	R n	
Name: HAUSE Ag			
	chey. ese mone. (	123 ) 400 7000	
_ 03 24 1999 04 07 1999		- \ -	
Name: Ag		)	
_ 03 24 1999 04 07 1999			
Name: Ag	ency: Phone: (	) -	
(A=Add new freeze, C=Change freeze, D=Delete			
Next Prop Case No: 804101 Next			
•		More: N	
Navi gati on:			
Enter- PF13 PF14 PF15 PF16 PF17 PF18 F			
HELP LOPF PREV RVW CNCL F	GUP PGDN	EXIT	

Recalculate screening dates

input value = Y or N

- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.
- If Refer Susp equals **S**, NPDMS displays pop-up window (ND5100NA)

	DAYS	Begin 1	Dates End Da	tes
	21 Installation	n Screening: 03 24	1999 04 14	1999
Screeni ng	21 NASA- Wi de	e Screening: 03 24	1999 04 14	1999
Ti meframes	0 Other Federal	Screening: 04 15	1999 04 15	1999
	21 Donati or	n Screening: 04 16	1999 05 07	1999
		_		
Recal cul ate	screening dates? Y			
			•	<u> </u>
	FREEZE			
	Del i nquent			
	Date			
	999 04 07 1999			
Name: HAUSE		Agency: CSC Pho	ne: ( 123 ) 456	- 7890
_ 03 24 19	999 04 07 1999 _	<del></del>		_
Name:		Agency: Pho	ne: ( )	
_ 03 24 19	999 04 07 1999 _			_
Name:		Agency: Pho	ne: ( )	-
(A=Add new freeze	e, C=Change freeze, D=De	elete freeze, P=Proc	ess existing f	reeze)
	804101			
Navi gati on:	· PF15 PF16 PF17 PF		Mo:	re: N
Enter- PF13 PF14	PF15PF16PF17PF	18 PF19 PF20 PF21-	PF22PF23	PF24
HELD IUDE	PREV RVW CNCL	PCHP PCDN	1	EXIT

Recalculate screening dates

input value = Y or N

- If Recalculate screening dates equals Y, NPDMS recalculates screening dates using current system date.
  - The F00 Transaction record is updated.
  - NPDMS then displays the message 'Record Successfully Deleted ERN Assigned Is N10' on the (ND5100MA) Freeze Transaction screen.

# 4.8.7.4 Transaction Processing for a Final Disposition from an Existing Freeze

This process allows the user to process a Final Disposition from an existing Freeze.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, and (optionally) Item Id.
- Press <Enter>. NPDMS displays the appropriate data on the FREEZE TRANSACTIONS screen (ND5100MA), and places the cursor at the first input field.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 ND5100MA / ND5100PA FREEZE TRANSACTIONS 14: 52: 46				
F MSXXX				
Prop Case No: 8041015332S097				
Local Ref No: Component System: N				
Item Name: COMPUTER, MICRO Turn-In Doc No:				
Item Desc: NASA Wide End Date: 12 / 19 / 95				
Current Available Qty: 1 OFA Scrng End Date: 12 / 20 / 95				
Unfrozen: 1 Frozen: 0 GSA Rpt Date: 01 / 10 / 96				
FREEZE INFORMATION				
Choice Freeze Delinquent Qty Priority Freeze Refer Print				
Date Date Ind Type Susp Doc (Y/N)				
_ 03 01 2001 03 15 2001				
Name: Agency: Phone: ( )				
_ 03 01 2001 03 15 2001				
Name: Agency: Phone: ( )				
_ 03 01 2001 03 15 2001				
Name: Agency: Phone: ( )				
(A=Add new freeze, C=Change freeze, D=Delete freeze, P=Process existing freeze)				
Next Prop Case No: 804101 Next Item ID:				
Navigation: More: N				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF23PF23PF24				
HELP LOPF PREV RVW CNCL PGUP PGDN EXIT				

- Choice input value = P
- Next Prop Case No
- More input value = **Y** or **blank**
- Press <Enter>.

NPDMS displays the pop-up window for Final Disposition Transaction Selection List (ND5100ME).

```
RECORD S
ND5100MA
              ND5100ME
                             Final Disposition Transaction Selection List
                    T03 - Expended to Scrap
                    T04 - Survey Lost Personal Property
Prop Cas
Local Re
                    T05 - Utilized By Generating NASA Center
    Item
                    T06 - Utilized By Other NASA Centers
                    TO7 - Transferred For Use Of OFA With Prior GSA Approval
    Item
                    TO8 - Transferred For Use of OFA Without Prior GSA Approval
TO9 - Transferred To DRMD For Further Disposal Processing
Current
  Unfroz
                    T10 - Transfer Of Foreign Excess Property for Donation
Choi ce
                    T11 - Donation To Public Bodies Without Prior GSA Approval
                    T12 - Transferred To GSA For Further Disposal Processing
                    T13 - Donation Approved By GSA
     Name
                    T16 - Transferred To Other Without Prior GSA Approval
                    T18 - Abandoned Or Destroyed Property
                    T19 - Transfer Of Exchange/Sale Property (to NASA or OFA)
T20 - Donation To Other Without Prior GSA Approval
     Name
     Name
              Enter the desired Transaction Number to be processed: T \_
  (A=Add
                                    Enter 'C' to Cancel: _
Next Pro
 Navi gati
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
       HELP LOPF PREV RVW CNCL
                                               PGUP PGDN
                                                                                 EXI T
```

### **INPUT DATA**

- Transaction Number to be Processed
- Type 'C' to Cancel

input value = C or blank

Press < Enter >.

NPDMS displays the FREEZE TRANSACTIONS screen (ND5100MA), if you enter **C** to Cancel or the selected Final Disposition Screen. The detailed Final Disposition processing instructions are provided in Section 4.8.7.5. The system displays appropriate data from the FREEZE TRANSACTIONS screen (ND5100MA) on the selected Final Disposition Screen; and, allows the user to enter additional data or modify displayed data. If the Disposition Quantity is changed, the system displays the pop-up window (ND5103MB), which provides the option to retain the remaining frozen quantity.

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                      03/02/01
ND5105MA / ND5119PA
                                   TRANSFER TRANSACTIONS
                                                                      10: 39: 31
                                        EX
                                                                      MSXXX
                                                            Current Qty:
Prop Case No: 804101 5332S097
                                      Item Id: 01
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1
Item Name/Desc: COMPUTER, MICRO
Disposition Qty: 1****
                                        Actual Prop Removal Date:
Trans Id: T19
                                                                  ECN: G031461
                        ==== TRANSFEREE INFORMATION ===
Requestor Name:
                 ND5103MB
                           Quantity being disposed of is less than the
                           Frozen quantity.
                           Do you wish to retain remaining Frozen quantity
                           for later processing?
                  Please enter 'Y' (Yes) or 'N' (No): _
                  Enter 'C' to Cancel: _
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF24---
      HELP LOPF PREV RVW CNCL
```

# **INPUT DATA**

Retain Frozen quantity

input value =  $\mathbf{Y}$  or  $\mathbf{N}$ 

- Press <Enter>.
- NPDMS verifies entered data and displays appropriate error messages with the cursor
  placed at the first field in error. After the corrected data has been entered, press

   Enter>. The system continues to validate each data field until all data passes the edit
  checks.

NPDMS displays the selected Final Disposition Transaction Screen; and, allows the user to enter additional data or modify displayed data. Refer to NPDMS UOG section 4.8.7.5. Transaction Processing for Final Dispositions.

# 4.8.7.5 Final Dispositions

This process allows the recording of transactions of Idle NASA Property into NPDMS throughout the NPDMS screening process. NPDMS supports operational requirements for recording NASA Property scrap, surveys, utilization, transfer, and donation final dispositions and processing NASA Property final dispositions from freeze data. The Dispositions process is initiated for Property cases via the ND5000MA screen.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system..

- From the NPDMS MAIN MENU (NDO000MB) type **5** at Enter Selection to access the TRANSACTION MENU (ND5000MA).
- Press <Enter>.

# The TRANSACTION MENU (ND5000MA) is displayed.

ND5000MA / ND5000PA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSACTI ON MENU TX	03/02/01 10: 53: 56 MSXXX		
	Sel ections:			
1 Add 2 Change 3 Del ete 4 Recei pt 5 Sal es 6 Exchange (Trade 7 Freezes and Dis (Includes Scrap	positions	se ol No		
Enter Selection:  Prop Case No: 804101 Item Id:  ECN: (For Reversal only)  Trans Id: (Process Final Disposition w/o Freeze)  Navigation:  Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF23PF24				
HELP LOPF PREV	RVW CNCL CLEAR	EXIT		

# **INPUT DATA**

Enter Selection

input value = 7

- Prop Case No (mandatory)
- Item Id (optional)
- Trans Id input values = **T03**, **T04**, **T05**

T06,T07, T08, T09, T10, T11, T12, T13, T16, T18, T19 or T20.

- Press < Enter >.
- If the property is a component system and the Item Id field is not entered, NPDMS displays the Component System Item Selection screen (ND4110MM) to select the item for freeze.

Appropriate data fields are populated and displayed by the system.

ND4110MM /	NASA PROPERTY DI SPOSAL COMPONENT SYSTEM I		03/02/01 13: 16: 13 MSXXX
Prop Case No: Component System Name	e.	FSC Code:	CC:
Haz Mat Ind:	Precious Metals Ind:	Total Number of C	
DML Code:	Artifact:	Total Acq Cost:	<b>T</b>
	=== SELECT COMPONENT RECOR		
Item Item	m Name Turn i	n Doc Nmbr Cur	Cur Acq Cost
Id		Qty	
1			
2			
3			
4			
5			
6			
7 8			
8			
Enter the Line No to	o process: _		More:
Entor-DE1DE9DE9	3PF4PF5PF6PF7-	DES DES DES	
Lincol IIIIF2IF	, 114 110110117-	110 1191110-	1111 1112

## INPUT DATA

- Enter the Line No to process input values = 1, 2, 3, 4, 5, 6, 7, or 8
- More input value = **blank** (See Note below)
- Press < Enter>.

**NOTE**: If the component system has more than 8 component system items, the system automatically fills the more field with a **Y**. The screen displays an additional 1 - 8 component system items for selection.

Action is performed based on the input on the TRANSACTION MENU (ND5000MA).

# 4.8.7.5.1 Scrap Property

This process allows the user to record the Expended to Scrap Disposition of Controlled (NEMStagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T03 at Trans Id to access the EXPENDED TO SCRAP (T03) screen (ND5103MA).
- Press <Enter>. NPDMS displays the EXPENDED TO SCRAP (T03) screen (ND5103MA) and places the cursor at the first input field.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ND5103MA / ND5103PA  EXPENDED TO SCRAP TRANSACTION (T03)  DI SCR  MSXXX
Prop Case No: 804101 5332S097
Requestor Name: ************************************
Disposal CC: 4 Print SF-120 Correction: _ GSA Rpt Date: 01 / 10 / 96
**************************************
Next Prop Case No: Next Item Id: Retain (Y/N): _ Navigation: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24 HELP LOPF PREV RVW CNCL EXIT

### **INPUT DATA**

- Disposition Qty
- Prop Disposal Approval Date

input format = MM/DD/YY

- Requestor Name
- Phone

Print SF-120 Correction

input value = **C** or **blank** 

- Transaction Description
- Next Prop Case No
- Next Item Id
- Retain

input value =  $\mathbf{Y}$  or  $\mathbf{N}$  (Default =  $\mathbf{N}$ )

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' on the EXPENDED TO SCRAP TRANSACTION (T03) screen (ND5103MA), and remains on the Expended to Scrap Transaction screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.2 Salvage Property

This process allows the user to record the Salvage Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

The procedures for this process are the same as those described in Scrap Property. Refer to Section 4.8.7.5.1 Scrap Property to perform a final disposition for Salvage Property.

# 4.8.7.5.3 Survey Lost Personal Property

This process allows the user to record the Survey Lost Personal Property Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T04 at Trans Id to access the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA).
- Press <Enter>. NPDMS displays the SURVEY LOST PERSONAL PROPERTY (T04) screen (ND5104MA) and places the cursor at the first input field.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM SURVEY LOST PERSONAL PROPERTY (TO4) DI SU	03/02/01 13: 26: 49 MSXXX
Prop Case No: 804101 5332S097 Item Id: 01 Current Q Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1 Item Name/Desc: COMPUTER, MICRO / Prop Disposal Approval Date: **	•
Requestor Name: ************************************	** ***
Transacti on Descripti on:	*****
Next Prop Case No: Next Item Id: Retain Navigation: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23 HELP LOPF PREV RVW CNCL	

### **INPUT DATA**

Disposition Qty

Prop Disposal Approval Date

input format = MM/DD/YYYY

- Requestor Name
- Phone
- Org Code

Date Prop Determined Lost

input format = MM/DD/YYYY

Survey Report No

Print SF-120 Correction

input value = **C** or **blank** 

- Transaction Description
- Next Prop Case No
- Next Item Id

Retain

input value =  $\mathbf{Y}$  or  $\mathbf{N}$  (Default =  $\mathbf{N}$ )

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' on the SURVEY LOST PERSONAL PROPERTY screen (ND5104MA), and remains on the Survey Lost Personal Property screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

### 4.8.7.5.4 Utilized By Generating NASA Center

This process allows the user to record the Utilized By Generating NASA Center Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T05 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press <Enter>. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

NASA PROPI	CRTY DI SPOSAL MANAGEMENT SYSTEM 03/02/01				
ND5105MA / ND5105PA	TRANSFER TRANSACTIONS 13: 43: 47				
	TRAN N G MSXXX				
Prop Case No: 804101 1060S160	Item Id: 01 Current Qty: 23				
Local Ref No: MSFC	Turn-In Doc No: 123				
Item Name/Desc: MSFC	/ MARSHALL				
Disposition Qty: *****	Actual Prop Removal Date: ** ** ****				
Trans Id: T05	ECN:				
======= TRANS	SFEREE INFORMATION ===========				
Requestor Name: **************	********** Phone: ( *** ) *** - ****				
Agency Name: **************	*********				
Address: *************	******				
Ci ty: ***************	State: ** Zip: *****				
Provi nce:	Country:				
Approved By:	Approved: ** ** ***				
Approved By:					
Transferee is Contractor/Grantee (C,	G, ' '): _ Withdrawal Date:				
Txn Desc:	More: _				
Next Prop Case No:	Next Item Id: Retain (Y/N): _				
Navi gati on:					
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24					
HELP LOPF PREV RVW CNCL	EXIT				

### **INPUT DATA**

- Disposition Qty
- Actual Prop Removal Date

input format = MM/DD/YYYY

- Transferee Information
  - Requestor Name

— Phone		
<ul><li>Agency Name</li></ul>	9	
<ul><li>Address</li></ul>		
— City		
— State		
— Zip		
<ul> <li>Transferee is</li> </ul>	Contractor/Grantee	input value = <b>C</b> , <b>G</b> , or <b>blank</b>
— Doc No		
<ul><li>Approved By</li></ul>		
<ul><li>Approved</li></ul>		input format = <b>MM/DD/YYYY</b>
- Print SF-120	Withdrawal/Correction	input value = <b>W</b> or <b>blank</b>
Withdrawal Ap	oproval Date	input format = <b>MM/DD/YYYY</b>
<ul><li>Txn Desc</li></ul>		
— More		input value = <b>Y</b> or <b>blank</b>
Next Prop Case No	0	
Next Item Id		
Retain		input value = <b>Y</b> or <b>N</b> (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If Print SF-120 Withdrawal/Correction equal  ${\bf W}$ , a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

		PROPERTY DI SPOSAL MANAGEMEN		
ND5105M	A / ND5105PA	TRANSFER TRANSACTIONS	13: 59: 40	
		TRAN N G	MSXXX	
Prop Cas	se No: 804101 5332S027	Item Id: 01	Current Qty: 1	
Local Re	ef No:	Turn-In Doc No	0:	
Item Nan	ne/Desc: DISPLAY UNIT	/		
Di sposi t	ion Qty: 1****	Actual Prop Remova	al Date: 02 01 2001	
Trans I		•	ECN: G031466	
=====			====	
Reque	Γ		5	
Ag	ND5100MD		-	
		thdrawal Approval Date: 0	1 02 2001	
		ri		
	Wi thdrawal /Corre	ection Narrative:		
Appro			2001	
Doc N			/ 96	
Trans			2001	
Txn D				
Next	Ent	er 'C' to Cancel:	e: _ ):	
	Ente	er C to cancer: _	): _	
Navi g	210 DE14 DE15 DE16 DE	717 PF18 PF19 PF20 PF21	DEGG DEGG DEGA	
		177 - PF 18 PF 19 PF 20 PF 21: ICL		
HI	ELP LOPF PREV RVW C	ICL .	EXIT	

### **INPUT DATA**

 Withdrawal/Correction Narrative Enter 'C' to Cancel

input value = C or blank

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

ND5105MA / ND5105PA	OPERTY DISPOSAL MANAGEMENT SYST TRANSFER TRANSACTIONS TRAN N G	14: 04: 27 MSXXX
Prop Case No: 804101 5332S027	Item Id: 01 Cur	rent Qty: 1
Local Ref No:	Turn-In Doc No:	
Item Name/Desc: DISPLAY UNIT	/	
Disposition Qty: 1****	Actual Prop Removal Dat	e: 02 01 2001
Trans Id: T05		ECN: G031466
=====		
Reques		55
*	Transaction Description:	33
Age ND3100ML 110perty	Transaction bescription.	
		<del></del>
		<del></del>
Approv		2001
Doc No		0 / 96
Transf Enter	'C' to Cancel: _	2001
Txn De		re: Y
Next P		N): _
Navi gati on:		
Enter-PF13PF14PF15PF16PF1	7 PF18 PF19 PF20 PF21 PF22	2 PF23 PF24
HELP LOPF PREV RVW CNC	I.	EXIT
	_	<del></del>

### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

A pop-up window (ND5105MB) is displayed to enter the Additional Data for T05 Transaction.

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/02/01	
ND5105MA / ND510		
ADDIOONI / ADDI	TRAN N G MSXXX	
Prop Case No: 80		
Local Ref No:	Turn-In Doc No:	
Item Name/Desc:		
Disposition Qty:		
Trans Id: T05	ECN: G031466	
	=	
Requestor Na		
Agency Na	ND5105MB Please Enter Additional Data	
Addre	for T05 Transaction	
Ci	Installation No: 08 08 Org Code:	
Provi n	Cust Acct No: ***** NEMS User No:	
Approved By:	Bl dg: ******* Room 1	
Doc No: 1***	Installation Name: MARSHALL SPACE FLIGHT CENTER 6	
Transferee i	1	
Txn Desc:	If the Inst Number was changed, Press Enter to redisplay	
Next Prop Ca	Inst Name or Enter 'V' to verify Installation	
Navi gati on:	or Enter 'C' to Cancel: _	
Enter-PF13	<u>-</u>	
HELP LOPI	F PREV RVW CNCL EXIT	

Installation No

**NOTE**: The first two characters are the installation number and are not modifiable. The last two characters are the sub-installation number and are modifiable.

- Org Code
- Cust Acct No
- NEMS User No
- Bldg
- Room
- Enter 'V' to Verify Installation or Enter 'C' to Cancel

input value = V or C

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor placed at the first field in error. After the corrected data has been entered, press

**<Enter>**. The system continues to validate each data field until all data passes the edit checks.

 NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.5 Utilized By Other NASA Centers

This process allows the user to record the Utilized By Other NASA Centers Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T06 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press <Enter>. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

Prop Ca Local I I tem Na Di sposi Trans I ====== Request Ager  Approve Doc No: Transfe Txn Des Next Pr Navi gat	MA / ND5106PA  ase No: 804101 1060S160 Ref No: MSFC ame/Desc: MSFC ition Qty: ***** Id: T06	TRANSFEREE INFORMATION ====  ********************************	14: 09: 57	
	PF13PF14PF15PF16I HELP LOPF PREV RVW (	PF17 PF18 PF19 PF20 PF2. ™CL	1PF22PF23PF24 EXIT	
<b>INPUT</b> • D	DATA Disposition Qty			
• A	ctual Prop Removal I	Date	input format = MM/DD/YY	ΎΥ
• T	ransferee Information			
_	<ul> <li>Requestor Name</li> </ul>			
_	- Phone			
_	- Agency Name			
_	- Address			
_	- City			
_	- State			
_	– Zip			
_	<ul> <li>Transferee is Con</li> </ul>	tractor/Grantee	input value = <b>C</b> , <b>G</b> , or <b>bla</b>	nk
_	- Doc No			
_	<ul> <li>Approved By</li> </ul>			

— Approved input format = MM/DD/YYYY

— Print SF-120 Withdrawal/Correction input value = W or blank

— Withdrawal Approval Date input format = MM/DD/YYYY

Txn Desc

— More input value = Y or blank

Next prop Case No

Next Item Id

Retain input value = Y or N (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If Print SF-120 Withdrawal/Correction equal  ${\bf W}$ , a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM TRANSFER TRANSACTI ONS TRAN N	03/02/01 15: 07: 00 MSXXX
Prop Cas	se No: 804101 6305S100 Item Id: 01 Current	Qty: 1
Local Re	ef No: Turn-In Doc No:	
Item Na	ne/Desc: COMPUTER, MI CRO /	
Di sposi t	cion Qty: 1**** Actual Prop Removal Date: 02	2 01 2001
Trans I		N: G031779
		====
Reque		5
Ag	ND5100MD	
· <del>-</del> 6	GSA Withdrawal Approval Date: 01 01 2001	
Appro	Withdrawal/Correction Narrative:	- <del>-</del>
Doc N		/ 96
Trans		2001
Txn D		
Next	Enter 'C' to Cancel: _	e: _ ): _
Navi g	240 BE44 BE45 BE40 BE45 BE40 BE40 BE00 BE01 BE00 BE01	DEC.
	F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF2	
н	ELP LOPF PREV RVW CNCL	EXIT

## **INPUT DATA**

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = C or blank

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROI ND5105MA / ND5106PA Prop Case No: 804101 1060S160 Local Ref No: MSFC Ltem Name/Desc: MSFC	PERTY DISPOSAL MANAGEMENT SYSTEM 03/02/01 TRANSFER TRANSACTIONS 14: 39: 25 TRAN N MSXXX Item Id: 01 Current Qty: 17 Turn-In Doc No: 123 / MARSHALL
Disposition Qty: 2****	Actual Prop Removal Date: 02 01 2001
Trans Id: T06	ECN:
=====	=====
Reques	55
Age ND5100MC Property Tr	ransaction Description:
Approv	2001
Doc No	
	C' to Cancel:
Txn De	re: Y
Next P	N): _
Navi gati on:	
	PF18 PF19 PF20 PF21 PF22 PF23 PF24
HELP LOPF PREV RVW CNCL	EXI T

#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

NPDMS displays a pop-up window (ND5106MA) to allow the user to enter Additional Data for the T06 Transaction.

Appropriate data fields are populated and displayed by the system.

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/02/01
ND5105MA / ND51	06PA TRANSFER TRANSACTIONS 14: 07: 25
	TRAN N G MSXXX
Prop Case No: 8	04101 5332S027
Local Ref No:	Turn-In Doc No:
Item Name/Desc:	DI SPLAY UNIT
Disposition Qty	: 1**** Actual Prop Removal Date: 02 01 2001
Trans Id: T06	ECN: G031466
	=
Requestor Na	
Agency Na	ND5105MB Please Enter Additional Data
Addre	for T05 Transaction
Ci	Installation No: 08 08 0rg Code:
Provi n	Cust Acct No: ***** NEMS User No:
Approved By:	Bl dg: ******* Room: 1
Doc No: 1***	Installation Name: MARSHALL SPACE FLIGHT CENTER 6
Transferee i	1
Txn Desc:	If the Inst Number was changed, Press Enter to redisplay
Next Prop Ca	Inst Name or Enter 'V' to verify Installation
Navi gati on:	or Enter 'C' to Cancel:
Enter-PF13	
HELP LOP	F PREV RVW CNCL EXIT

- Installation No
- Org Code
- Enter 'V' to Verify Installation or Enter 'C' to Cancel

input value = V or C

- Press **Enter**>. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor
  placed at the first field in error. After the corrected data has been entered, press

  Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTIONS MENU (ND5000MA) screen.

ND5105MA / ND5	ND5106MA Please Enter Additional Data For T06 Transaction
Prop Case No:	
Local Ref No:	Installation No: **** Org Code:
Item Name/Desc	Installation Name:
Disposition Qt	Tissed Lett of Name.
Trans Id: T06	IE the Inst Number was shoused Dress Exten to redical av
	IF the Inst Number was changed, Press Enter to redisplay
	Inst Name or Enter 'V' to verify Installation
Requestor Name	or Enter 'C' to Cancel: _
Agency Name	
Address: RI	EDSTONE ARSENAL**********
_	
City: HU	NTSVI LLE****** State: AL
Provi nce: _	Country:
Approved By:	Approved: 02 01 2001
Doc No: 1*******	Country:Approved: 02 01 2001 ***** Print SF-120 Correction: GSA Rpt Date: / /
Transferee is Cont	cractor/Grantee (C, G, ' '): _ Withdrawal Date:
	More: _
	Next real rd Netdin (1/11)
Enton DE12 DE14	PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LUPF	PREV RVW CNCL EXIT
İ	

- Installation No
- Org Code
- Enter 'V' to Verify Installation or Enter 'C' to Cancel

input value = V or C

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If a **V** is entered at Enter 'V' to verify Installation, NPDMS displays the Installation Name corresponding to the entered Installation No for verification.
- NPDMS verifies entered data and displays appropriate error messages with the cursor
  placed at the first field in error. After the corrected data has been entered, press

   Enter>. The system continues to validate each data field until all data passes the edit
  checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.6 Transferred For Use Of Other Federal Agency With Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency with Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T07 at Trans Id to access the TRANSFER TRANSACTIONS SCREEN (ND5105MA).
- Press <Enter>. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

NASA PROP	ERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01
ND5105MA / ND5107PA	TRANSFER TRANSACTIONS 08: 56: 00
11201001117 1120107111	TRAN OFA MSXXX
Prop Case No: 804101 1060S160	Item Id: 01 Current Qty: 11
Local Ref No: MSFC	Turn-In Doc No: 123
Item Name/Desc: MSFC	/ MARSHALL
Disposition Qty: *****	Actual Prop Removal Date: ** ** ****
Trans Id: T07	FCN:
	SFEREE INFORMATION ============
	********* Phone: ( *** ) *** - ***
Agency Name: *************	***********
Address: *************	******
radi ess.	
City: *************	* State: ** Zi p: *****
Province:	Country:
Approved By:	Annroved: ** ** ***
Doc No: ********** Print SF-	Approved: ** ** ***  120 Correction: GSA Rpt Date: / /
Transferee is Contractor/Grantee (C	G''): Withdrawal Date:
Txn Desc:	
Next Prop Case No:	Next Item Id: Retain (Y/N): _
Navi gati on:	
	- PF18 PF19 PF20 PF21 PF22 PF23 PF24
HELP LOPF PREV RVW CNCL	EXIT

## **INPUT DATA**

- Disposition Qty
- Actual Prop Removal Date

input format = MM/DD/YYYY

- Transferee Information
  - Requestor Name

— Phone	
Agency Name	
<ul><li>Address</li></ul>	
— City	
— State	
— Zip	
Transferee is Contractor/Grantee	input value = <b>C</b> , <b>G</b> , or <b>blank</b>
— Doc No	
<ul><li>— Approved By</li></ul>	
— Approved	input format = <b>MM/DD/YYYY</b>
— Txn Desc	
— More	input value = <b>Y</b> or <b>blank</b>
Next Prop Case No	
Next Item Id	
Retain	input value = <b>Y</b> or <b>N</b> (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPE ND5105MA / ND5107PA Prop Case No: 804101 1060S160	ERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01 TRANSFER TRANSACTIONS 08: 57: 55 TRAN 0FA MSXXX I tem Id: 01 Current Qty: 11
Local Ref No: MSFC	Turn-In Doc No: 123
Item Name/Desc: MSFC	/ MARSHALL
Disposition Qty: 2****	Actual Prop Removal Date: 02 01 2001
Trans Id: T07	ECN:
=====	=====
Regues	 55
*	ansaction Description:
Txn De Next P Navigation:	2001 / to Cancel:

#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.7 Transferred For Use Of Other Federal Agency Without Prior GSA Approval

This process allows the user to record the Transfer for Use of Other Federal Agency without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T08 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

NASA PROPI	ERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01
ND5105MA / ND5108PA	TRANSFER TRANSACTIONS 09: 01: 50
naorodni / naorodni	TRAN OFA MSXXX
Prop Case No: 804101 1060S160	Item Id: 01 Current Qty: 9
Local Ref No: MSFC	Turn-In Doc No: 123
Item Name/Desc: MSFC	/ MARSHALL
Disposition Qty: *****	Actual Prop Removal Date: ** ** ****
Trans Id: T08	ECN:
======= TRANS	SFEREE INFORMATION ===========
Requestor Name: **************	********** Phone: ( *** ) *** - ****
Agency Name: **************	*********
Address: *************	******
Ci tv: *************	State: ** Zi p: *****
Provi nce:	Country:
Approved By:	Approved: ** ** ****  20 Correction: GSA Rpt Date: / /
Doc No: *********** Print SF-1	20 Correction: GSA Rpt Date: / /
Transferee is Contractor/Grantee (C,	G, ' '): Withdrawal Date:
Txn Desc:	
Next Prop Case No:	Next Item Id: Retain (Y/N): _
Navi gati on:	
Enter-PF13PF14PF15PF16PF17	PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV RVW CNCL	EXIT

## **INPUT DATA**

- Disposition Qty
- Actual Prop Removal Date

input format = MM/DD/YYYY

- Transferee Information
  - Requestor Name

	Phone	
_	Agency Name	
_	Address	
_	City	
	State	
	Zip	
_	Transferee is Contractor/Grantee	input value = <b>C</b> , <b>G</b> , or <b>blank</b>
_	Doc No	
_	Approved By	
_	Approved	input format = <b>MM/DD/YYYY</b>
_	Print SF-120	
_	Withdrawal/Correction	input value = <b>C</b> or <b>blank</b>
_	Txn Desc	
_	More	input value = <b>Y</b> or <b>blank</b>
Ne	ext Prop Case No	
Ne	ext Item Id	
Re	etain	input value = <b>Y</b> or <b>N</b> (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

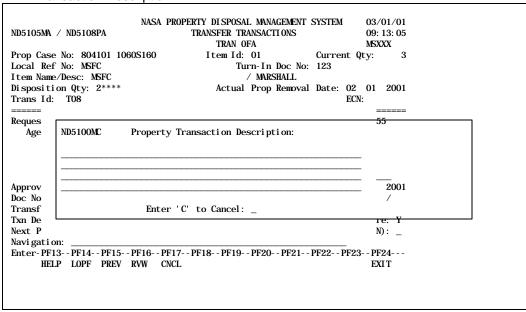
- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- If Print SF-120 Withdrawal/Correction equals **C** a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

``TD#40#1#	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/02/01
ND5105M	A / ND5108PA TRANSFER TRANSACTIONS	13: 59: 40
D C	TRAN N G	MSXXX
Local Re	se No: 804101 5332S027 Item Id: 01 Current Q ef No: Turn-In Doc No:	ty: 1
	er no: Turn-1n Doc no: ne/Desc: DISPLAY UNIT /	
		01 2001
Trans I		: G031466
=====	I: 108 ECN	. 6031400
Reque		<u></u>
Ag	ND5100MD	ŭ
٠-6	GSA Withdrawal Approval Date: 01 02 2001	
	Tr	
	Withdrawal/Correction Narrative:	
		_
Appro		2001
Doc N		/ 96
Trans		2001
Txn D		e: _
Next	Enter 'C' to Cancel: _	): _
Navi g	E40 DE44 DE47 DE40 DE47 DE40 DE40 DE00 DE01 DE00 DE00	DE0.4
	F13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 FLP	PF24
HI	ELP	
l		
1		

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = C or blank

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.



- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.8 Transferred to DRMO For Further Processing

This process allows the user to record the Transfer to DRMO for Further Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property held on the NPDMS Case File.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T09 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA) and places the cursor at the first input field.

NASA PR	OPERTY DI SPOSAL MANAGEMENT	SYSTEM 03/02/01
ND5105MA / ND5109PA	TRANSFER TRANSACTIONS	13: 43: 47
	TRAN N G	MSXXX
Prop Case No: 804101 1060S160	Item Id: 01	Current Qty: 23
Local Ref No: MSFC	Turn-In Doc No	: 123
Item Name/Desc: MSFC	/ MARSHALL	
Disposition Qty: *****	Actual Prop Remova	l Date: ** ** ****
Trans Id: T09		ECN:
====== TR		
Requestor Name: ************	****** Phone: (	*** ) *** - ***
Agency Name:		
Address:		
C*	***	***
City: ************************************	*** State: ** Zi p: *	**** 
Provi nce:Approved By:	Country:	
Doc No: ********* Print S	E 120 Compostion: CSA Pr	t Date: / /
Transferee is Contractor/Grantee		
Txn Desc:		
Next Prop Case No:	Next Item Id:	Retain (Y/N):
Navi gati on:		needin (1/19) _
Enter-PF13PF14PF15PF16PF1	7 PF18 PF19 PF20 PF21-	- PF22 PF23 PF24
HELP LOPF PREV RVW CNC	L	EXIT

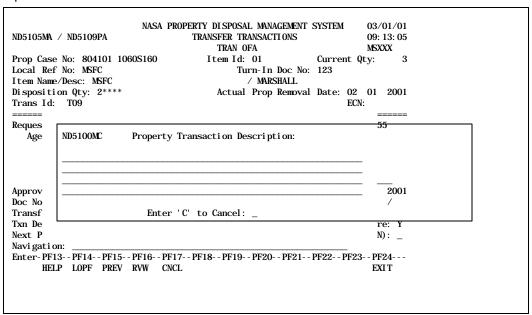
- Disposition Qty
- Actual Prop Removal Date input format = MM/DD/YYYY
- Transferee Information
  - Requestor Name
  - Phone
  - Approved input format = MM/DD/YYYY
  - Txn Desc
  - More input value = Y or blank
- Next Prop Case No
- Next Item Id
- Retain input value = **Y** or **N** (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

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Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.



#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = C

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

#### 4.8.7.5.9 Transfer Of Foreign Excess Property For Donation

This process allows the user to record the Transfer of Foreign Excess Property for Donation Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T10 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

NASA PROPERTY	DI SPOSAL MANAGEMENT SYSTEM	03/01/01
	ATION TRANSACTIONS	09: 36: 05
NDOITONN / NDOITOIA DON	DO F	MSXXX
Prop Case No: 804101 1060S160		
Local Ref No: MSFC	Turn-In Doc No: 123	qcy. 1
Item Name/Desc: MSFC	/ MARSHALL	
Disposition Qty: *****	Actual Prop Removal Date:	** ** ***
Trans Id: T10	Actual Frop Relibval Date.	ECN:
======= DONFE	I NEODWATI ON	
Requestor Name: ************************************	1111 0111111111111111111111111111111111	) <u> </u>
Donee Agency: ***************	**************************************	· /
Address: *************	*****	
Address.		
Ci+v. ************	State: 7in:	
Province:	Country *************	******
Ci ty: ***********************************	Annroyed:	** ** ***
Doc No: ********** Print SF-12	O Correction: CSA Rnt Date:	/ /
PDO Justification: ************************************	**************************************	*** More:
Narrative to GSA:		
Next Prop Case No:	Novt Itom ID: Pot	More.
Navi gati on:		an (1/19)
Enter-PF13PF14PF15PF16PF17P		
HELP LOPF PREV RVW CNCL	1101119112011211122	FXIT
HELF LOFF FREV RVW CNCL		LAI I

## **INPUT DATA**

•	Dispo	sition	Qtv
---	-------	--------	-----

• Actual Prop Removal Date input format = MM/DD/YYYY

Donee Information

Requestor Name

— Phone

Donee Agency

Address

— City	
— State	
— Zip	
— Province	
<ul><li>Country</li></ul>	
<ul><li>Approved By</li></ul>	
— Approved	input format = MM/DD/YYYY
— Doc No	
<ul> <li>PDO Justification</li> </ul>	
— More	input value = Y or blank
Next Prop Case No	
Next Item Id	
Retain	input value = <b>Y</b> or <b>N</b> (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If a  $\bf Y$  is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

	TY DI SPOSAL MANAGEMENT SYSTEM ONATI ON TRANSACTI ONS DO F	03/01/01 09: 38: 24 MSXXX	
Prop Case No: 804101 1060S160	Item ID: 01 Current	0tv: 1	
Local Ref No: MSFC	Turn-In Doc No: 123	403.	
Item Name/Desc: MSFC	/ MARSHALL		
Disposition Qty: 1****	Actual Prop Removal Date:	02 01 2001	
Trans Id: T10	Actual Trop Relibrat Date.	ECN.	
=====			
Reques		- 5555	
	ansaction Description:	5555	
bone indicate frequency fre	ansaction bescription.		
		*****	
		2001	
Doc No			
	' to Cancel: _	re: Y	
Narra	to taker	re:	
Next P		N):	
Navi gati on:		M)	
Enter-PF13PF14PF15PF16PF17	_PF18PF19PF20PF21PF22	_ PF23 PF24	
HELP LOPF PREV RVW CNCL	1110 1110 1120 1121 1122	EXIT	
HELE LOTT THEY RVW CHCL		1211 1	

- Property Transaction Description
- Enter 'C' to Cancel

input value = C or blank

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.10 Donation to Public Bodies Without Prior GSA Approval

This process allows the user to record the Donation to Public Bodies without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system..

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T11 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

NASA PROPERTY	DI SPOSAL MANAGEMENT SYSTEM 03/01/01
ND5110MA / ND5111PA DONA	ATLON TRANSACTIONS 09: 42: 40
ADOTTOMY ADOTTIM	DO P MSXXX
D C N 904101 1000C109	
	Item ID: 01 Current Qty: 25
Local Ref No:	Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL	
Disposition Qty: *****	Actual Prop Removal Date: ** ** ****
Trans Id: T11	ECN:
====== DONEE	I NFORMATI ON =======
Requestor Name: ***************	
Donee Agency: ****************	***********
Address: ***********************************	*****
Addi ess.	
Ci +v. ************	State: 7in:
Drovi noo:	State: Zi p: Country: ************************************
A	A
Approved by:	Approved: ** ** ****
	O Correction: GSA Rpt Date: / /
PDO Justification: **************	**************************
Narrative to GSA:	More:
Next Prop Case No:	Next Item ID: Retain (Y/N): _
Navi gati on:	
	F18 PF19 PF20 PF21 PF22 PF23 PF24
HELP LOPF PREV RVW CNCL	EXIT
HELE EOIT THEY WIN CHOE	IMI I

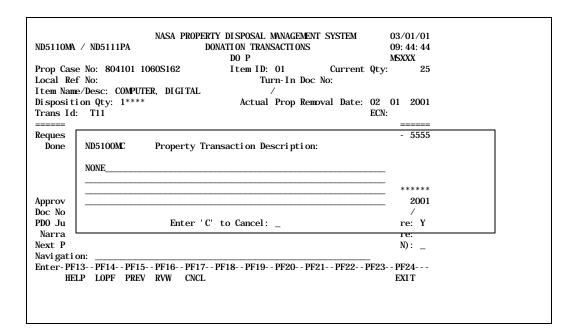
## **INPUT DATA**

•	Disposition Qty	
•	Actual Prop Removal Date	input format = <b>MM/DD/YYYY</b>
•	Donee Information	
	<ul><li>Requestor Name</li></ul>	
	— Phone	
	<ul><li>Donee Agency</li></ul>	
	— Address	
	— City	
	— State	
	— Zip	
	— Approved By	
	— Approved	input format = <b>MM/DD/YYYY</b>
	— Doc No	
	<ul><li>— Print SF-120 Correction</li></ul>	input value = <b>C</b> or <b>blank</b>
	<ul><li>PDO Justification</li></ul>	
	— More	input value = <b>Y</b> or <b>blank</b>
	Narrative To GSA	
	— More	input value = <b>Y</b> or <b>blank</b>
•	Next Prop Case No	
•	Next Item Id	
•	Retain	input value = Y or N (Default =N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If a **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.



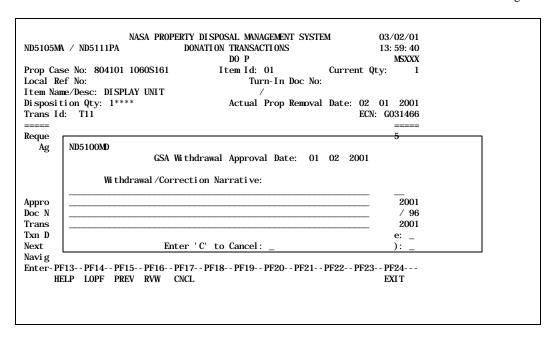
## **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

 Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.



- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = C or blank

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS (ND5110MA) screen.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number.

## 4.8.7.5.11 Donation Approved By GSA

This process allows the user to record the Donation Approved by GSA Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

Component System records are processed one item at a time.

- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T13 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND5110MA / ND5113PA DONATION TRANSACTIONS 09: 58: 50
DO AP MSXXX
Prop Case No: 804101 1060S161
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL /
Disposition Qty: ***** Actual Prop Removal Date: ** ** ****  Actual Prop Removal Date: ** *****
Trans Id: T13 ECN:
======================================
Requestor Name: ****************************** Phone: ( )
Donee Agency: ************************************
Address: ***********************************
Ci ty: ***********************************
Province: Country: ************************************
Approved By: Approved: ** ** ***
Doc No: ********* Print SF-120 Correction: GSA Rpt Date: / /
PDO Justification: More: _
Narrative to GSA: More:
Next Prop case No: Next Item ID: Retain (1/N): _
Navi gati on:
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV RVW CNCL EXIT

		1.1	<b>~</b> .
•	D)ISD(	osition	()tv

• Actual Prop Removal Date input format = MM/DD/YYYY

Donee Information

Requestor Name

— Phone

Donee Agency

Address

— City

— State

— Zip

Approved By

— Approved input format = MM/DD/YYYY

— Doc No

Next Prop Case No

Next Item Id

Retain input value = Y or N (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the DONATION TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

## 4.8.7.5.12 Transferred To Other Without Prior GSA Approval

This process allows the user to record the Transfer to Other Without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T16 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).

Press **<ENTER>**. The Enter Category and Recipient Window displays.

WARNI NG! - PDO HAS NOT	ACKNOWLEDGED RECEIPT OF THIS CA		
	NASA PROPERTY DI SPOSAL MANAGE	MENT SYSTEM	08/12/99
ND5000MA / ND5000PA	TRANSACTI ON MENU		10: 17: 21
	TX		MSWCH
	ENTER CATEGORY AND RECIPIENT		
Category: * (S Reci pi ent:	=Stevenson/Wylder, B=SBIR, 0=0th	er)	
1	804101 9224S108	Item Id:	
ECN:		Cust Acct No:	
ERN:	(For Reversal only)		
Trans Id:	T16_ (Process Final Disp	osition w/o Freez	re)
Navi gati on: Enter- PF13 PF14 PF1	5 PF16 PF17 PF18 PF19 PF20-	- PF21 PF22 PF23	3PF24
HELP LOPF PRE	V RVW CNCL	CLEAR	EXIT

- Category input S, B, or O
- Agency Name
- Press **<ENTER>**. The Recipient Name Table Browse Screen displays.

**NOTE**. If a Agency Name is typed and enter is pressed, the Recipient Name browse list repositions to the Recipient Name entered or the next closest value after the Recipient Name.

ND3170MD / ND3170PC RECIPIENT		NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM RECIPIENT NAME TABLE BROWSE TRAN OT	08/12/99 10: 19: 09 MSWCH
ACT	RECI PI ENT	RECIPIENT AGENCY	
	AA	AAA	
_	ADD TEST		
_	ADDTEST	ADD A TEST	
_	AHS	ATHENS HIGH SCHOOL	
_	ANDY	ANDY' S CO	
_	ATHENS MS	ATHENS*MI DDLE SCHOOL	
_	GRI SSOM		
_	HUNTSVI LLE		
_	NEALC	NEAL CANTRELL	
_	TESTTEST	MSFC	
	Start Value		
		(Enter Full or Partial Browse Value)	
Navi ga	ti on:		
		5PF16PF17PF18PF19PF20PF21PF22P	523 PF24
Laicei	LOPF PRE		EXIT

## **INPUT DATA**

The Start Value field represents the beginning Recipient Id to start the browse list. For example, if you know that the Recipient starts with AL, then enter AL in the Start Value field.

- Start Value
- Press <ENTER>, PF19, PF7, PF20 or PF8.

If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

#### **INPUT DATA**

ACT input value = A, S, or D

Press **<ENTER>**. The system displays the Recipient data if input value = **D**. If input value = **A**, the system displays Recipient Add Screen. If input = **S** the Recipient is selected.

If input = A:

```
NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM
                                                         08/11/99
ND3170MA / ND3170MA
                         RECIPIENT NAME TABLE - 170
                                                         09: 43: 35
                                                         MSWCH
        Reci pi ent: ********
       Agency Name:
                  *************
          City: *********** State: ** Zip: ****
            Phone: ( *** ) *** - ****
     Transfer Type: ***
          Subtype: *****
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF22--PF23--PF24---
    HELP LOPF PREV
                        CNCL
                                                          EXI T
```

#### **INPUT DATA**

- Recipient
- Agency Name
- Address (line 1)

- Address (line 2)
- City
- State
- Zip
- Phone
- Press **<ENTER>** NPDMS then displays the Transfer Type Browse Screen.

	MC / ND3180NA ACT = A, S		OISPOSAL MAN CANSFER TYPE T		STEM (	08/11/99 09: 44: 28 MSWCH		
ACT	ТҮРЕ	TEXT						
	AAA	AAAAAAAA						
	ADD	TEST ADD						
_	ALT	ALTERNATI VE						
_	ALY	ALTERNATI VE2						
_	CO	COLLEGE						
_	ED	EDUCATI ON						
_	NEW	NEW RECORD						
_	NP	NON- PROFIT						
_	N1	NEW ONE						
_	N2	NEW 2						
	Start Value							
	(	Enter Full or Pa	artial Browse	Val ue)				
	tion:	NE DELO DELE	DELO DELO I	PEGG PEGG	DEGG DEGG	DEG 4		
ıter-		15 PF16 PF17			- PF22 PF23-			
	LOPF PR	ΈV	PGUP I	'GDN		EXI T		

The Start Value field represents the beginning Transfer Type Id to start the browse list. For example, if you know that the Transfer Type starts with AL, then enter AL in the Start Value field.

- Start Value
- Press <ENTER>, PF19, PF7, PF20 or PF8.

If a Start Value is typed and enter is pressed, the Transfer Type browse list repositions to the Transfer Type entered or the next closest value after the Transfer Type. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Types will be displayed (if there are not 10 Transfer Types left to browse, the remaining Transfer Types will be displayed). If you press PF19 or PF7 the 10 previous Transfer Types will be displayed.

#### **INPUT DATA**

• ACT input value = **A** or **D** 

Press <ENTER>. The system displays the Transfer Type data if input value = D. If input value =
 A, the system displays Transfer Type Add Screen.

NASA PROPER ND3180MA / 1	TY DISPOSAL MANAGEMENT SYS ND3180MA TRANS	STEM 08/11/99 SFER TYPE TABLE - 180 A TB ADD	09: 52: 09 MSWCH	
	Type: *** Text: ************************************	·*****		
_		PF18 PF19 PF20 PF21 PF22 P	- PF23 PF24	
	LOPF PREV CNCL	110 1110 1120 1121 1122 1	EXIT	

- Type
- Text
- Press **<ENTER>**. NPDMS then displays the Transfer Subtype Browse Screen.

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                                        08/11/99
ND3180MC / ND3190NA
                                TRANSFER SUBTYPE TABLE
                                                                        09: 45: 12
Valid ACT = A, S
                                                                        MSWCH
ACT
        SUBTYPE
                     TEXT
        AAAAAA
                     AAAAAAA
                     TEST ADD
APPLEBY JUNI OR HI GH SCHOO
        ADDADD
        AJHS
                     HOME SCHOOL
        HS
                     NEW ONE
        NEW1
                     PAROCHI AL K-12
        PAK12
        PAK6
                     PAROCHI AL K-6
        PA78
                     PAROCHI AL 7-8
        PA912
                     PAROCHI AL 9-12
        PRK12
                     PRI VATE K-12
       Start Value
                  (Enter Full or Partial Browse Value)
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
            LOPF PREV
                                          PGUP PGDN
```

The Start Value field represents the beginning Transfer Subtype Id to start the browse list. For example, if you know that the Transfer Subtype starts with AL, then enter AL in the Start Value field.

- Start Value
- Press <ENTER>, PF19, PF7, PF20 or PF8.

If a Start Value is typed and enter is pressed, the Transfer Subtype browse list repositions to the Transfer Subtype entered or the next closest value after the Transfer Subtype. If a Start Value is not entered and enter is pressed, or if PF20 or PF8 is pressed, the next 10 Transfer Subtypes will be displayed (if there are not 10 Transfer Subtypes left to browse, the remaining Transfer Subtypes will be displayed). If you press PF19 or PF7 the 10 previous Transfer Subtypes will be displayed.

## **INPUT DATA**

- ACT input value = A or D
- Press <ENTER>. The system displays the Transfer Subtype data if input value = D. If input value = A, the system displays Transfer Subtype Add Screen.

ND3190MA / ND3190MA	NASA PROPERTY DI SPOSAL MANAGEME TRANSFER SUBTYPE TABLE - A TB ADD	
Subtype: ***:  Text: ***:	***	
J	PF16 PF17 PF18 PF19 PF20 PI CNCL	

# **INPUT DATA**

- Subtype
- Text
- Press **<ENTER>**. NPDMS then redisplays the Recipient Name Add Screen.

ND3170MA / ND3170MA	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM RECI PI ENT NAME TABLE - 170 A TB ADD	08/11/99 09: 43: 35 MSWCH
	************  ************  **********	*
Transfer Type: Subtype:	*** *****	
	5 PF16 PF17 PF18 PF19 PF20 PF21 PF22 P CNCL	F23PF24 EXIT

- Press <ENTER>, PF15, PF3, PF17, PF5, PF24, or PF12.
- If enter is pressed Recipient Name Add Screen is redisplayed with the message Record Successfully Added.

If input = **S**:

```
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM
                                                              08/12/99
ND3170MD / ND3170PC
                            RECIPIENT NAME TABLE BROWSE
                                                              10: 19: 09
Valid ACT = A, D, S
                                  TRAN OT
                                                              MSWCH
                            RECIPIENT NAME
       City: HUNTAVEGAS******* State: AL Zip: 12356 ____
             Phone: (213) 546 - 8998
     Transfer Type: AT2
           Subtype: PR78** PRIVATE 7-8
      Start Value
                 _ (Enter Full or Partial Browse Value)
Navi gati on:
Enter-PF13--PF14--PF15--PF16--PF17--PF18--PF19--PF20--PF21--PF23--PF23--PF24---
          LOPF PREV
                                    PGUP PGDN
                                                               EXI T
```

 Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5116MA).

NASA PRO		08/27/99
ND5116MA / ND5116PA	TRANSFER TRANSACTIONS	09: 41: 01
	TRAN OT	MSWCH
Prop Case No: 804101 9237C131	Item Id: 01 Current Qty	y: 1
Local Ref No:	Turn-In Doc No:	
Item Name/Desc: TEST T19 COMPONENT	/	
Disposition Qty: *****	Actual Prop Removal Date: **	** ****
Trans Id: T16	ECN:	
======= TRA	NSFEREE INFORMATION ========	
Requestor Name: ************	******** Phone: ( 123 ) 456 - '	7890
Agency Name: TEST10		
Address: TEST10	Type: ALT	
	Sub: HS	
City: TEST10	State: AL Zip: 12345	
Approved By:	Approved: **	** ****
Doc No: *********** Print SF	Country: Approved: **	27 / 99
Transferee is Contractor/Grantee (	C, G, ' '): _ Withdrawal Date:	
Txn Desc:	1	More: _
Next Prop Case No:	Next Item Id: Retain (	Y/N): _
Navi gati on:		
Enter-PF13PF14PF15PF16PF17	PF18 PF19 PF20 PF21 PF22 PF23-	PF24
HELP LOPF PREV RVW CNCL		EXI T

• Disposition Qty

• Actual Prop Removal Date input format = MM/DD/YYYY

• Transferee Information

Requestor Name

— Phone

Agency Name

Address

— City

State

— Zip

Transferee is Contractor/Grantee

input value = C, G, or blank

— Doc No

Approved By

— Approved input format = MM/DD/YYYY

— Print SF-120 Withdrawal/Correction input value = C or blank

Txn Desc

— More input value = Y or blank

Next Prop Case No

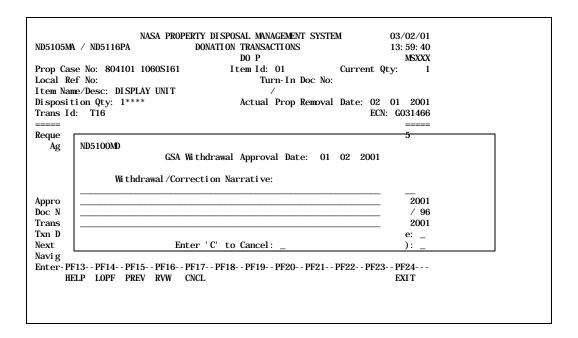
Next Item Id

Retain input value = Y or N (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If Print SF-120 Withdrawal/Correction equals **C**, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.



- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = **C** or **blank** 

 Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA). If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ND5105MA / ND5116PA TRANSFER TRANSACTI ONS TRAN OT	03/01/01 10: 09: 04 MSXXX
Prop Case No: 804101 1060S161	ty: 20
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:	
Item Name/Desc: COMPUTER, DIGITAL /	
Disposition Qty: 1**** Actual Prop Removal Date: 02	01 2001
Trans Id: T16 ECN	
=====	
Reques	
*	44
Age ND5100MC Property Transaction Description:	
NONE	
NONE	
Approv	2001
Doc No	/
Transf Enter 'C' to Cancel: _	
Txn De	re: Y
Next P	N): _
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23	PF24
HELP LOPF PREV RVW CNCL	EXIT

#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the TRANSFER TRANSACTIONS screen for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

## 4.8.7.5.13 Abandoned Or Destroyed Property T18 Processing

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies vithout Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T18 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. When **T18** is entered at the Trans Id on the Transaction Menu or **18** is entered on the pop-up window (ND5100ME) in the Freeze Process, NPDMS displays the message 'Instead of processing a T18 would you Like to make Property Available for Donation (T11) ('Enter 'Y' or 'N')' on the pop-up window (NDX500MA).

	NASA PROPERTY DISPOSAL MANAGEME	ENT SYSTEM	03/01/01				
ND5000MA / ND5000PA	TRANSACTION MENU	avi bibilan	10: 10: 49				
11200001117 1120000111	TX		MSXXX				
	Selections:						
	CONVERT T18 TO T11						
NDX500MA							
Instead of processing a T18 would you like to make the property							
available for donation (T11)? _ (Enter 'Y' or 'N')							
7 Freezes and Di							
(Includes Scra	ap and Surveys)						
Enter Selection:	7						
Prop Case No:	804101 1060S161	Item Id:					
ECN:	804101 10003101	Cust Acct No:					
ERN:	(For Reversal only)	cust Acct no.					
Trans Id:	T18_ (Process Final Dispos	sition w/o Freez	re)				
114445 144	TIO_ (Troccoo Tillar Dispos	31 CT 011 W 0 11 CC2	,				
Navi gati on:							
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24							
HELP LOPF PR	EV RVW CNCL (	CLEAR	EXIT				

- If **Y** is entered, the system displays the DONATION TRANSACTIONS screen (ND5110MA) and the processing continues as described in Section 4.8.7.5.14.
- If **N** is entered, the ABANDONED OR DESTROYED PROPERTY (T18) screen (ND5118MA) is displayed.

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM   03/01/01	
INPUT DATA	
Disposition Qty	
Date Prop Abandoned or Destroyed input format = MM/DD/YYYY	
Abandonment or Destruction Site	
— Agency Name	
<ul><li>— Address</li></ul>	
<ul><li>Is the Property being Abandoned or Destroyed input value = A or D</li></ul>	
— City	
— State	
— Zip	
<ul><li>— Witness Names</li></ul>	
— Phone	
<ul><li>— Aband/Destruct Doc No</li></ul>	

Approved input format = MM/DD/YYYY
 Txn Desc
 More input value = Y or blank
 Print SF-120 Correction input value = C or blank

Narrative to GSA

Approved By

— More input value = Y or blank

Next Prop Case No

Next Item Id

Retain input value = Y or N (Default = N)

**NOTE**: If the user enters **Y** at Retain, certain data elements on the screen are saved and are displayed for the processing of the next case. Retain is applicable in conjunction with Next Prop Case No.

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If **Y** is entered at More for Txn Desc, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

	NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM	03/01/01
ND5118MA	/ ND5118PA ABANDONED OR DESTROYED PROPERTY (T18)	10: 31: 04
	DI AB	MSXXX
	No: 804101 1060S161 Item Id: 01 Current Qt	y: 18
Local Ref	No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:	
	/Desc: COMPUTER, DIGITAL /	
Di sposi ti	on Qty: 1**** Date Prop Abandoned or Destroyed: 02	01 2001
	====== ABANDONMENT OR DESTRUCTION SITE =======	
Agency		ei ng
Ad		royed?
	ND5100MC Property Transaction Description:	A
Witnes	NONE	
Aband/		
Approv		2001
Txn De		ore: Y
Pri nt	Enter 'C' to Cancel: _	/
Narrat		ore:
Next P		N): _
	n:	PEO 4
	3PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23-	
HEI	P LOPF PREV RVW CNCL	EXIT

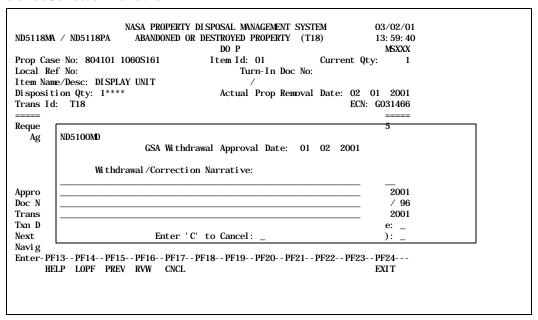
### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.



#### **INPUT DATA**

 Withdrawal/Correction Narrative Enter 'C' to Cancel

input value = C or blank

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5118MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the ABANDONED OR DESTROYED (T18) TRANSACTION screen (ND5118MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

### 4.8.7.5.14 Abandoned Or Destroyed Property T11 Processing

This process allows the user to record the Abandoned or Destroyed Property Disposition with the option of processing the Donation to Public Bodies without Prior GSA Approval Disposition for Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T11 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press **<Enter>**. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

(
NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01
ND5110MA / ND5111PA DONATI ON TRANSACTI ONS 12: 11: 41
DO P MSXXX
Prop Case No: 804101 1060S161
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:
Item Name/Desc: COMPUTER, DIGITAL
Disposition Qty: ***** Actual Prop Removal Date: ** ** ****
Trans 10: 111 ECN:
======================================
Requestor Name: ************************************
Donee Agency: ************************************
Address: ***********************************
City: ********* State: Zip:  Province: Country: ************************************
Provi nce: Country: ************************************
Approved By: Approved: ** ** ***
Doc No: ********* Print SF-120 Correction: GSA Rpt Date: / /
PDO Justification: ************************************
Narrative to GSA: More:
Next Prop Case No: Next Item ID: Retain (Y/N): _
Navigation:
Navigation. Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV RVW CNCL EXIT

### **INPUT DATA**

	ъ.		~ .
•	I )ısn	osition	(.)tv
-	DISU	บอเนบเ	CZ L V

Actual Prop Removal Date input format = MM/DD/YYYY

Donee Information

Requestor Name

— Phone

Donee Agency

Address

— City

- State	
— Zip	
— Approved By	
— Approved	input format = <b>MM/DD/YYYY</b>
— Doc No	
<ul> <li>Print SF-120 Correction</li> </ul>	input value = <b>C</b> or <b>blank</b>
<ul><li>— PDO Justification</li></ul>	
— More	input value = Y or blank
<ul> <li>Narrative To GSA</li> </ul>	
— More	input value = <b>Y</b> or <b>blank</b>
Next Prop Case No	
Next Item Id	
Retain	input value = Y or N (Default = N)

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- If **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/01/01
ND5110MA / ND5111PA DONATION TRANSACTIONS	12: 16: 47
DO P	MSXXX
Prop Case No: 804101 1060S161	0tv: 16
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:	
Item Name/Desc: COMPUTER, DIGITAL /	
Disposition Qty: 1**** Actual Prop Removal Date: (	02 01 2001
The state of the s	ECN:
======	
Reques	 - 5555
Done ND5100MC Property Transaction Description:	3333
bone Nastrounc Troperty Transaction bescription.	
NONE	
NUNE	<del></del>
	*****
Approx	2001
Approv Doc No	
PDO Ju Enter 'C' to Cancel:	re: Y
Narra Elicer C to Calicer: _	
Next P	 N):
	N): _
Navi gati on:	COO DEOA
HELP LOPF PREV RVW CNCL	EXIT

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).
- If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

	NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM	03/02/01
ND5118MA	/ ND5118PA DONATI ON TRANSACTI ONS	13: 59: 40
nbo110m1	Modified Bouniton Hamonellons	MSXXX
Pron Cas	e No: 804101 1060S161 Item Id: 01 Current Q	
Local Re	and the state of t	cy. 1
	e/Desc: DISPLAY UNIT	
	ion Qty: 1**** Actual Prop Removal Date: 02	01 2001
Trans Id		: G031466
=====		=====
Reque		5
Ag	ND5100MD	
	GSA Withdrawal Approval Date: 01 02 2001	
	Withdrawal/Correction Narrative:	
		_
Appro		2001
Doc N		/ 96
Trans		2001
Txn D		e: _
Next	Enter 'C' to Cancel: _	): _
Navi g	13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23	DE94
	1511411511101171161131120112111221125 I.P LOPF PREV RVW CNCL	EXIT
1111	EL FOLL LIKEA KAM CHCE	EALI

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = **C** or blank

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' and remains on the DONATION TRANSACTIONS screen (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

## 4.8.7.5.15 Exchange/Sale Transfer of Property T19 Processing

This process allows the user to record the Exchange Sale Transfer of NASA Property cases held on the NPDMS Case File. The Exchange/Sale Indicator is entered during a Controlled/Non-Controlled Add or Change. NASA Property that does not undergo utilization screening can be captured for statistical purposes using the Traded to Vendor process as described in Section 4.8.6 Transaction Processing for Exchange (Trade-In).

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message

if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T19 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01
ND5105MA / ND5119PA
NDSTOSIN / NDSTEPTA TRANSPER T
Prop Case No: 804101 5332S097
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1
Teem reduct Described in the circ
Disposition Qty: 1**** Actual Prop Removal Date: ** ** ****
Trans Id: T19 ECN: G031461
TRANSFEREE INFORMATION
Requestor Name: ************************************
Agency Name: ************************************
Address: ***********************************
City: ************** State: ** Zip: *****
Province: Country: Approved: ** ** ****
Approved By: Approved: ** ** ***
Doc No: **********
Transferee is Contractor/Grantee (C, G, ' '): _ Withdrawal Date:
Txn Desc: More: _
Next Prop Case No: Next Item Id: Retain (Y/N): _
Navi gati on:
Enter-PF13PF14PF15PF16PF16PF18PF19PF20PF21PF22PF23PF24
HELP LOPF PREV RVW CNCL EXIT

#### **INPUT DATA**

	ositi	

Actual Prop Removal Date input format = MM/DD/YYYY

• Transferee Information

Requestor Name

— Phone

Agency Name

Address

— City	
— State	
— Zip	
Transferee is Contractor/Grantee	input value = C, G, or blank
— Doc No	
<ul><li>Approved By</li></ul>	
<ul><li>Approved</li></ul>	input format = <b>MM/DD/YYYY</b>
<ul> <li>Print SF-120 Withdrawal/Correction</li> </ul>	input value = <b>C</b> or <b>blank</b>
— Txn Desc	
— More	input value = <b>Y</b> or <b>blank</b>
Next Prop Case No	
Next Item Id	
Retain	input value = Y or N (Default =N)

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If Print SF-120 Withdrawal/Correction equal  $\bf C$ , a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

	NASA PROPERT	Y DISPOSAL MANAGEMENT SYSTE	M 03/02/01	
ND5105MA	/ ND5119PA	TRANSFER TRANSACTIONS	13: 59: 40	
		TRAN N G	MSXXX	
Prop Cas	e No: 804101 5332S027	Item Id: 01	Current Qty: 1	
Local Re		Turn-In Doc No:		
Item Nam	e/Desc: DISPLAY UNIT	/		
Di sposi t	ion Qty: 1****	Actual Prop Removal	Date: 02 01 2001	
Trans Id			ECN: G031466	
=====			=====	
Reque			5	
Ag	ND5100MD			
8	GSA Wit	hdrawal Approval Date: 01	02 2001	
		11		
	Withdrawal/Correc	tion Narrative:		
			<del></del>	
Appro			2001	
Doc N			/ 96	
Trans			2001	
Txn D			e: _	
Next	Enter	'C' to Cancel: _	): _	
Navi g				
		7 PF18 PF19 PF20 PF21		
HE	LP LOPF PREV RVW CNC	L	EXIT	

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = C or blank

 Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA). If  $\mathbf{Y}$  is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPERTY DI SPOSAL MANAGEMENT SYSTEM ND5105MA / ND5119PA TRANSFER TRANSACTIONS EX	12: 29: 28 MSXXX
Prop Case No: 804101 5332S097 Item Id: 01 Current	Qty: 1
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1	
Item Name/Desc: COMPUTER, MICRO /	
Disposition Qty: 1**** Actual Prop Removal Date: 0	2 01 2001
	CN: G031461
	CN. G031401
	====== FF
Reques	55
Age ND5100MC Property Transaction Description:	
Approv	2001
Doc No	0 / 96
Transf Enter 'C' to Cancel:	0 / 30
_	37
Txn De	re: Y
Next P	N): _
Navi gati on:	
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF	23 PF24
HELP LOPF PREV RVW CNCL	EXIT

### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = C or blank

 Press <Enter>. NPDMS displays the pop-up window (ND5119MA). If a C is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

ND5105MA / 1	ND5119PA DONATI ON TRANSACTI ONS EX	12: 29: 28 MSXXX	
	o: 804101 5332S097 Item Id: 01 Current o: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No: 1	Qty: 1	
Di sposi t		01	
Trans Id	ND5119MA Please Enter Additional Data	61	
=====	for T19 Transaction:	==	
Reques			
Age	Ordering Agency ID: *		
	(N-NASA, F-Other Federal Agency)		
	Installation No: Org Code:		
	Cust Acct No: Bl dg:	_	
Approv	NEMS User No: Room:	01	
Doc No	Reimbursement Amount: *********	96	
Transf			
Txn De	Enter 'C' to Cancel: _	Y	
Next P		-	
Navi gati	DELL DELE DELLO DE	00 PF04	
	- PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF		
	LOPF PREV RVW CNCL	EXIT	

- Installation No
- Org Code
- Cust Acct No
- NEMS User No
- Room
- Reimbursement Amount
- Enter 'C' to Cancel

input value = C or blank

- Press <Enter>. NPDMS then displays the message 'Entry Reference Number Assigned is: N10' displays the assigned number and remains on the TRANSFER TRANSACTIONS screen (ND5105MA) for entry of the Next Property Case Number.
- If Next Property Case Number is blank and the user presses **<Enter>**, NPDMS returns to the TRANSACTION MENU (ND5000MA) screen.

# 4.8.7.5.16 Donation To Other Without Prior GSA Approval

This process allows the user to record the Donation to Other without Prior GSA Approval Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T20 at Trans Id to access the DONATION TRANSACTIONS screen (ND5110MA).
- Press <Enter>. NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).

NASA PROPERTY DISPOSAL MANAGEMENT SYSTEM 03/01/01				
ND5110MA / ND5120PA DONATI ON TRANSACTI ONS 12: 37: 11				
DO OT MSXXX				
Prop Case No: 804101 1060S161				
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:				
Item Name/Desc: COMPUTER, DIGITAL /				
Disposition Qty: ***** Actual Prop Removal Date: ** ** ****				
Trans Id: T20 ECN:				
ITAIS IG: 120 EUX:				
DOMESTI THE OWNER OF THE OWNER OWNER OF THE OWNER O				
Requestor Name: ************* Phone: ( )				
Donee Agency: ************************************				
Address: ***********************************				
City: ************************************				
Provi nce: Country: ************************************				
Approved By: Approved: ** ** ****				
Doc No: *********** Print SF-120 Correction: _ GSA Rpt Date: / /				
PDO Justification: ********************************* More: _				
Narrative to GSA: More: _				
Next Prop Case No: Next Item ID: Retain (Y/N): _				
Navi gati on:				
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24				
HELP LOPF PREV RVW CNCL EXIT				

## **INPUT DATA**

•	Disposition Qty	
•	Actual Prop Removal Date	input format = MM/DD/YYYY
•	Donee Information	
	<ul><li>Requestor Name</li></ul>	
	— Phone	
	<ul><li>Donee Agency</li></ul>	
	— Address	
	— City	
	— State	
	— Zip	
	<ul><li>— Approved By</li></ul>	
	— Approved	input format = <b>MM/DD/YYYY</b>
	— Doc No	
	<ul><li>— Print SF-120 Correction</li></ul>	input format = <b>C</b> or <b>blank</b>
	<ul> <li>PDO Justification</li> </ul>	
	— More	input value = <b>Y</b> or <b>blank</b>
	<ul><li>Narrative To GSA</li></ul>	
	— More	input value = <b>Y</b> or <b>blank</b>
•	Next Prop Case No	
•	Next Item Id	
•	Retain	input value = <b>Y</b> or <b>N</b> (Default = N)

- Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
  with the cursor placed at the first field in error. After the corrected data has been entered,
  press <Enter>. The system continues to validate each data field until all data passes the
  edit checks.
- If **Y** is entered at More for PDO Justification, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

ND5110MA	/ ND5120PA DONATI ON TRANSACTI ONS	03/01/01 13: 43: 35 MSXXX		
Prop Case No: 804101 1060S161				
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-In Doc No:				
	/Desc: COMPUTER, DIGITAL on Qty: 1**** Actual Prop Removal Date: 02	01 2001		
Trans Id:				
======	I.O.	=====		
Reques		- 5555		
Done	ND5100MC Property Transaction Description:			
	NONE			
		*****		
Approv		2001		
Doc No		/		
PDO Ju	Enter 'C' to Cancel: _	re: Y		
Narra Next P		N): _		
Navi gati on: Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24				
	P LOPF PREV RVW CNCL	EXIT		

#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

• Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5110MA).

If **Y** is entered at More for Narrative to GSA, a pop-up window (ND5100MD) is displayed to enter the Withdrawal/Correction Narrative.

		TY DISPOSAL MANAGEMENT SYS		
ND5110MA	A / ND5120PA	TRANSFER TRANSACTIONS	13: 59: 40	
		TRAN N G	MSXXX	
	se No: 804101 5332S027		Current Qty: 1	
Local Re		Turn-In Doc N	D:	
	ne/Desc: DISPLAY UNIT	/	-	
	ion Qty: 1****	Actual Prop Remov	al Date: 02 01 2001	
Trans Id	l: T20		ECN: G031466	
=====			====	
Reque	W7540015		5	
Ag	ND5100MD	.11 14 15. 0		
	GSA WI	thdrawal Approval Date: 0	1 02 2001	
	Wi thdrawal /Corre	ction Narrative:		
Appro			2001	
Doc. N			/ 96	
Trans			2001	
Txn D			e: _	
Next	Ente	r 'C' to Cancel:	): _	
Navi g			· -	
	NO DELL DELE DELO DE	17 DE10 DE10 DE90 DE91	- PF22 PF23 PF24	
	13 PF 14 PF 15 PF 16 PF	1711011311201121		
Enter-PF	13PF14PF15PF16PF TLP LOPF PREV RVW CN		EXIT	

#### **INPUT DATA**

- Withdrawal/Correction Narrative
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press <Enter>. If a C is entered at Enter 'C' to Cancel, NPDMS displays the DONATION TRANSACTIONS screen (ND5110MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is N10' displays
  the assigned number and remains on the DONATION TRANSACTION screen
  (ND5110MA) for entry of the Next Property Case Number. If Next Property Case Number
  is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU
  (ND5000MA) screen.

# 4.8.7.5.17 Transferred To GSA For Further Disposal Processing

This process allows the user to record the Transfer to GSA for Further Disposal Processing Disposition of Controlled (NEMS-tagged) and Non-Controlled NASA Property.

**NOTE:** When navigating through NPDMS, the Fastpath name (limited to eight characters) is displayed on the fourth line starting at the center of the screen.

**NOTE:** The screen field data areas in the UOG are shown with either blanks, lines, or asterisks. Field data areas that are blank are not modifiable and display data if it is available. Field data areas

with lines are modifiable and may be optional unless conditionally tied with other screen fields. If the field data area is tied to another field, NPDMS displays an appropriate warning or error message if an entry is required. Field data areas with asterisks require entry of data and may be modified if pre-filled by the system.

- Component System records are processed one item at a time.
- From the TRANSACTION MENU (ND5000MA), type 7 at Enter Selection, Prop Case No, optionally an Item Id, and T12 at Trans Id to access the TRANSFER TRANSACTIONS screen (ND5105MA).
- Press **<Enter>**. NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).

NASA PI	ROPERTY DI SPOSAL MANAGEMENT SYSTEM 03/01/01		
ND5105MA / ND5112PA	TRANSFER TRANSACTIONS 13: 55: 24		
	TRAN G MSXXX		
Prop Case No: 804101 6305S102	Item Id: 01 Current Qty: 1		
Local Ref No:	Turn-In Doc No:		
Item Name/Desc: COMPUTER, MICRO	/		
Disposition Qty: 1****	Actual Prop Removal Date: ** ** ****		
Trans Id: T12	ECN: G031770		
	RANSFEREE INFORMATION ======		
Requestor Name: ************	******* Phone: ( *** ) *** - ****		
Agency Name: GENERAL SERVICES	ADMI NI STRATI ON*******		
Address: 410 W. PEACHTREE	STREET*****		
	**** State: GA Zi p: 30365		
Province:	Country:		
Approved By:	Country: Approved: ** ** ***		
Doc No: ********** Print S	SF-120 Correction: GSA Rpt Date: 12 / 23 / 96		
	(C, G, ' '): _ Withdrawal Date:		
Txn Desc:			
Next Prop Case No:	Next Item Id: Retain (Y/N): _		
Navi gati on:			
Enter- PF13 PF14 PF15 PF16 PF17 PF18 PF19 PF20 PF21 PF22 PF23 PF24			
HELP LOPF PREV RVW CN	CL EXIT		

### **INPUT DATA**

- Disposition Qty
- Actual Prop Removal Date

input format = MM/DD/YYYY

- Transferee Information
  - Requestor Name
  - Phone

<ul><li>— Doc No</li></ul>	
<ul><li>— Approved By</li></ul>	
— Approved	input format = <b>MM/DD/YYYY</b>
— Txn Desc	
— More	input value = <b>Y</b> or <b>blank</b>
Next Prop Case No	
Next Item Id	
Retain	input value = <b>Y</b> or <b>N</b> (Default = N)

Press <Enter>. NPDMS verifies entered data and displays appropriate error messages
with the cursor placed at the first field in error. After the corrected data has been entered,
press <Enter>. The system continues to validate each data field until all data passes the
edit checks.

If **Y** is entered at More, a pop-up window (ND5100MC) is displayed to enter the Property Transaction Description.

NASA PROPERTY DI SPOSAL MAN			
ND5105MA / ND5112PA TRANSFER TRANSAC	TI ONS 13: 43: 35		
TRAN N G	MSXXX		
Prop Case No: 8041016305S105 Item ID: 01	Current Qty: 15		
Local Ref No: MARSHALL SPACE FLIGHT CENTER Turn-	In Doc No:		
Item Name/Desc: COMPUTER, DIGITAL /			
	op Removal Date: 02 01 2001		
Trans Id: T12	ECN:		
=====	=====		
Reques	1- 5555		
Done ND5100MC Property Transaction Descr	iption:		
NONE			
	*****		
Approv	2001		
Doc No	/		
PDO Ju Enter 'C' to Cancel: _	re: Y		
Narra	re: _		
Next P	N): _		
Navi gati on:	<del></del>		
Enter-PF13PF14PF15PF16PF17PF18PF19PF20PF21PF22PF23PF24			
HELP LOPF PREV RVW CNCL	EXIT		

#### **INPUT DATA**

- Property Transaction Description
- Enter 'C' to Cancel

input value = **C** or **blank** 

- Press **<Enter>**. If a **C** is entered at Enter 'C' to Cancel, NPDMS displays the TRANSFER TRANSACTIONS screen (ND5105MA).
- NPDMS then displays the message 'Entry Reference Number Assigned is: N10' displays
  the assigned number and remains on the TRANSFER TRANSACTIONS screen
  (ND5105MA) for entry of the Next Property Case Number. If Next Property Case Number
  is blank and the user presses <Enter>, NPDMS returns to the TRANSACTION MENU
  (ND5000MA) screen.